



# RECRUITMENT PACK

**ASSESSMENT DEVELOPMENT MANAGER**



**FutureQuals**<sup>®</sup>



01530 836662



[info@futurequals.com](mailto:info@futurequals.com)



[futurequals.com](http://futurequals.com)



One of the UK's **most progressive** awarding and End-Point Assessment organisations





## Role Purpose

To manage the development, implementation, and evaluation of assessment materials for FutureQuals' portfolio, ensuring all materials are high quality, valid and reliable.

## Location

EMP House, Coalville

## Salary

Up to £28,000-£35,000,  
depending on experience



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# JOB DESCRIPTION

## Key Responsibilities

- Ensure that the development of new assessments and the review of existing assessments and support materials draws on appropriate internal and external expertise, adopting the very latest practice and innovation.
- Maintain a sound, up-to-date understanding of regulatory requirements and ensure that systems and processes support ongoing compliance.
- Ensure the assessment development process follows principles and guidelines set by the Head of Development, following procedures for maintaining confidentiality of assessment materials.
- Create online assessments where necessary.
- Monitor the performance of assessment materials, ensuring consistency of demand, quality and reliability.
- Project-managing multiple development activities.
- Ensure the full portfolio of supporting resources and documents are 'on brand' and within design guidelines.
- Identify opportunities to update and/or extend existing resources by evaluating current documents, assessment materials.
- Brief the Media team to produce materials that support the delivery of assessments.
- Using excellent proof-reading skills to ensure the release of high-quality, consistent products, resources, and assessment materials.
- Participate in post assessment feedback analysis to identify and address potential areas of weakness
- Advise the compliance and quality assurance team about issues that may lead to adverse effects as defined by our regulator(s)
- Attend regular internal and external meetings as required.
- Carry out any other duties that are within the scope, spirit and purpose of the job as requested.



## Values

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Visionary

Supportive

Innovative

Professional

# PERSON SPECIFICATION

## Essential Qualifications, Knowledge and Experience

- GCSE education in English and Mathematics (at Grade C or above) or equivalent
- Excellent communication and interpersonal skills, both oral and written, with a commitment to managing expectations
- Knowledge of assessment processes and strategies
- Experience of qualification development
- Experience of maintaining and developing customer relationships
- Extensive knowledge of assessment practices
- Experience of writing, delivering, and evaluating assessments and examinations
- Demonstrable experience in project management, showing strong organisation and prioritisation skills with successful delivery outcomes
- An understanding of end point assessment

## Desirable Skills and Abilities

- Experience of working in a regulated awarding body/organisation
- An understanding of FutureQuals' products and services

## ICT Competency Profile

- MS Office Programmes- Intermediate (Essential)
- Survey Software- Basic (Essential)
- Online Meeting Software (e.g. Zoom) - Basic (Essential)
- SharePoint- Basic (Desirable)
- Digital Forms- Basic (Desirable)

FutureQuals provides training for all other bespoke IT systems



# Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any appointment will be made on merit alone.



# How to Apply



Applications should be emailed to [Simon.Stevens@FutureQuals.com](mailto:Simon.Stevens@FutureQuals.com) by sending in a CV and covering letter.

Closing date: Ongoing



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